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By-Laws, Rules and Regulations

OF THE

Hospital for Sick Children

COLLEGE STREET, TORONTO

AND

The Lakeside Home for Little Children

LIGHTHOUSE POINT, TORONTO ISLAND

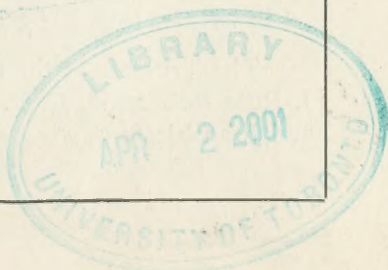
As Revised and Amended January, 1907

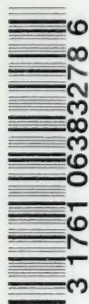
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QUEEN'S PARK





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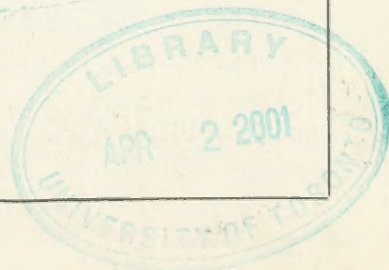
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QUEEN'S PARK



TRUSTEES OF THE HOSPITAL

J. ROSS ROBERTSON

Chairman

E. B. OSLER
JOHN FLETT

GEO. A. COX
CHAS. COCKSHUTT

Secretary-Treasurer of the Hospital

DOUGLAS DAVIDSON

Lady Superintendent

LOUISE C. BRENT

The Hospital under its present Trust was incorporated by Act of Parliament in 1892.

The Trustees named in the Act were J. Ross Robertson, Edmund Boyd Osler, George A. Cox, Alexander M. Smith and Samuel Rogers.

Mr. A. M. Smith died and his place was taken by Mr. A. S. Irving. Mr. Samuel Rogers died, and also Mr. Irving, and their places were taken by Mr. John Flett and Mr. Charles Cockshutt.

The Trustees at the present date, 1st January, 1907, are Messrs. J. Ross Robertson, E. B. Osler, George A. Cox, Charles Cockshutt, and John Flett.

THE HOSPITAL FOR SICK CHILDREN

ACT OF INCORPORATION

BY THE LEGISLATURE OF ONTARIO.

The following is a copy of the Act incorporating the Hospital. It will be found on page 954, chap. 165, 55 Vic., of the Consolidated Statutes of Ontario. The Act was assented to 14th April, 1892.

It reads:—

PREAMBLE.

Whereas the Hospital for Sick Children, carrying on its work at the city of Toronto, is an institution incorporated under the provisions of the Act respecting Benevolent, Provident and other Societies; and whereas the said corporation has represented by petition that its operations have been greatly increased since its foundation, that voluntary contributions, bequests and legacies from those interested in the welfare of the institution are the principal means of raising the large amount of money necessary for the maintenance of the hospital in the city of Toronto, and The Lakeside Home on Toronto Island, and that by reason of the enlargement aforesaid of the work of the said charity, it is desirable to obtain a special Act of incorporation providing for the more efficient management of the affairs of the said institution, and enlarging its powers of taking gifts, devises and bequests made for the benefit of the said institution; and whereas the present corporators, namely, Messrs. John Ross Robertson, Edmund Boyd Osler, George Albertus Cox, Alexander Mortimer Smith, and Samuel Rogers, have by their petition set forth the facts aforesaid, and have prayed for a special Act of incorporation; and whereas the ladies' committee formerly managing the affairs of the said hospital have assented to the provisions of this Act; and whereas it is expedient to grant the prayer of the said petition;

Therefore her Majesty, by and with the advice and consent of the Legislative Assembly of the province of Ontario, enacts as follows:—

INCORPORATION.

1.—The said John Ross Robertson, Edmund Boyd Osler, George Albertus Cox, Alexander Mortimer Smith and Samuel Rogers, and

their successors, are hereby constituted and declared a body corporate and politic by the name of "The Hospital for Sick Children," and by that name shall have perpetual succession and a common seal, and by that name shall sue and be sued, and shall have all the powers, rights and authorities, in addition to those hereinafter given, now vested in the Hospital for Sick Children, as heretofore incorporated under the Act aforesaid.

ASSETS VESTED IN NEW CORPORATION.

2.—All the assets of every kind now vested in, or owned or held by the Hospital for Sick Children, as heretofore incorporated under certain declarations, made in pursuance of the provisions of section 2 of an Act respecting Benevolent, Provident and other Societies, are hereby vested in and transferred to the said corporation hereby constituted, with full power, subject always to the terms of any gift, devise or bequest affecting the same, to hold, sell, mortgage and manage the same, and all property hereafter acquired by the corporation hereby constituted, and the corporation hereby constituted shall be entitled to take, hold and receive all gifts, devises and bequests heretofore lawfully made and not yet paid over to the Hospital for Sick Children as heretofore incorporated.

NEW CORPORATION TO ASSUME LIABILITIES.

3.—The corporation hereby constituted shall assume and be liable for all the debts, obligations and liabilities of the Hospital for Sick Children as heretofore constituted.

TRUSTEES.

4.—The corporation hereinbefore named, and their successors, shall have the management of the affairs of the said corporation, shall appoint all officers for conducting its affairs, shall regulate the discipline and management, make such regulations for the government of the said hospital as shall to them seem meet and expedient, and make by-laws, rules and regulations for the effective government and management of the affairs of the said corporation.

FILLING VACANCIES AMONG TRUSTEES.

5.—In case of the death or resignation of any of the said trustees, the vacancy so caused shall be filled up at the regular meeting by a majority of the remaining trustees, the name of the proposed trustee being sent to each trustee one week prior to the meeting at which such new trustee is to be appointed.

POWER TO RECEIVE BEQUESTS, GIFTS OF LAND, ETC.

6.—The corporation hereby constituted is authorized and empowered to take all gifts, legacies and bequests of money or other per-

sonalty, and to acquire, hold and possess so much land as may from time to time be necessary for the actual use and occupation of the said corporation, whether the same be acquired by gift, devise or bequest, or by purchase, and the said corporation, in addition to such lands as may be required for its actual use and occupation as aforesaid, is hereby authorized and empowered to take by gift, devise or bequest, lands, tenements, or hereditaments, and interests therein, the annual value of which, together with all other lands, tenements or hereditaments, or any interests therein, therefore acquiring by like means and then held by the corporation, shall not exceed in the whole the annual value of \$15,000, but such last mentioned lands, tenements or hereditaments or interests therein, shall not be held for a longer period than seven years from the acquisition thereof, and within that period they shall be absolutely disposed of by the said corporation, and such lands, tenements or hereditaments, or interests therein as have not within the said period been so disposed of, shall revert to the person from whom the same were acquired, his heirs, executors, administrators and assigns; and the proceeds of sales and all or any part of the moneys derived therefrom, or from any other source, may be invested from time to time in mortgage securities upon real estate, whether freehold or leasehold, and also in municipal debentures, or the debentures of any society or company, in which any trustee under section 30 of chapter 110, of the Revised Statutes of the Province of Ontario, and of the Act passed in the 52nd year of the reign of her Majesty, chaptered 18, intituled an Act to amend chapter 110 of the Revised Statutes as respects Investments by Trustees, may invest any trust fund.

HOSPITAL FOR SICK CHILDREN

BY-LAWS, RULES AND REGULATIONS

Whereas certain persons, viz.: Edmund B. Osler, George A. Cox, John Flett, Charles Cockshutt and J. Ross Robertson, have formed a society for the purpose of conducting a Hospital for Sick Children in the City of Toronto, and The Lakeside Home for Little Children, the convalescent branch, on Toronto Island, in continuation of the present work of the present Hospital for Sick Children.

And whereas, for the purpose of acquiring and holding lands and tenements for the use of the said corporation and otherwise facilitating its operations, it is desired to incorporate the persons above named under the provisions of Chapter 167 of the Revised Statutes of Ontario.

1.—It is hereby declared that the corporate name of the Society shall be "The Hospital for Sick Children."

2.—That the purposes of the corporation are to provide for the medical and surgical treatment of children of the poor, suffering from non-infectious diseases, or accidents, and to provide a dispensary, and to furnish advice and medicine to those who cannot be received into the Hospital.

3.—To promote the advancement of medical science with reference to the diseases of children, and provide for the efficient instruction of students in this department of medical knowledge.

4.—To diffuse among all classes of the community, and chiefly among the poor, a better acquaintance with the management of children during illness.

5.—The five persons above named shall be Trustees for acquiring and holding lands and tenements for the use of the corporation, and shall have the management of the Hospital, shall appoint all officers for conducting its affairs, shall regulate the discipline and management of the corporation, make by-laws, rules and regulations for the effective government and management of the affairs of the corporation or of any branches thereof, and may from time to time make such by-laws and regulations for the internal government of said Hospital as shall seem to them to be meet and expedient.

6.—Should any vacancy occur in the Trust Board, it shall be filled at a meeting of the majority of the remaining Trustees, the name of the proposed Trustee being sent to each member of the Board one week prior to such meeting.

1.—BY-LAWS AND REGULATIONS.

1.—All by-laws and regulations herein mentioned and provided shall take effect when adopted at a meeting of the Trustees called specially for this purpose.

2.—THE TRUSTEES.

1.—They shall annually elect by a majority vote at their first meeting a chairman, who shall preside at all meetings, sign on behalf of the corporation all deeds, cheques, contracts, receipts and instruments, which the Trustees or the corporation may authorize to be executed, or be bound to execute. They shall elect by a majority vote, a Secretary-Treasurer, a Superintendent, and all the medical staff connected with the Hospital. Two Trustees shall form a quorum at all meetings, the Chairman to have a vote in his own right as Trustee and a vote as Chairman of the Board, except at the annual meeting when three Trustees shall form a quorum, the Chairman having a casting vote in case of a tie on any question.

2.—The meetings of the Trust shall be held on the call of the Chairman, to inspect the affairs and general management of the Hospital, and discharge all duties appertaining to the Trust, and of all meetings a record shall be kept. One of these meetings shall be called in June and shall be considered the Annual Meeting of the Board, and at it the Officers of the Hospital shall be elected. Meetings are subject to the call of the Chairman or at the request of any two Trustees, at which all business with or without special notice shall be transacted, save and except any alteration, amendment or addition to these by-laws and regulations, and, in this case, one week's notice of the proposed change must be made in writing to each Trustee by the Chairman of the Trust. That any director named by a resolution of the Board shall, in the absence of the President, have full power to perform all the duties of the President.

3.—They may alter the limit from time to time, according to circumstances, the number and position of their officers, and prescribe and alter, from time to time, when required, their respective duties.

4.—They shall order to be deposited all moneys received on account of the Hospital in one of the chartered banks of the province to the credit of the "Trustees of the Hospital for Sick Children, Toronto," and shall not allow any money to be taken from such account but by cheque drawn on the bank, signed by the Chairman, by authority of the Trustees, or, in his absence, by the Chairman pro tem, and countersigned by the Secretary-Treasurer of the Hospital. They shall also invest in safe and sufficient securities all moneys which they may receive for the use and support of the Hospital, not required for immediate expenditure, and preserve the Hospital free from debt, see to the punctual payment of accounts when vouched for and certified to be correct, and to the auditing of same.

5.—They shall once a year prepare a statement of their affairs and render an account in detail of all moneys received by them from all sources, the manner in which the same has been invested and expended, and any other information necessary to show the state of the finances of the Hospital, or in the interests of the Hospital.

6.—They shall elect or appoint as provided all officers and other employes necessary for the purposes of the Hospital, remove or discharge them, fix the salaries or wages, and regulate or vary from time to time the number, position and duties of all employes, see that they properly conduct themselves and perform their respective duties.

7.—They shall make all arrangements for the purchase, by public tender when possible, of stores, medicine, food, clothing, fuel, and other necessities required for the use of the Hospital, its employes and patients.

8.—They shall decide upon the number of free and pay patients and the terms upon which the latter shall be received, give orders as to the diet roll of the patients and the general distribution and allowance of such stores, food, clothing, fuel, and other articles to the employes and patients as they may deem expedient.

9.—They shall have general charge and care of the property of the Hospital and provide for the faithful and economical management of the Hospital and all property belonging to it; that it is properly preserved and repaired, and they shall sell or lease such portions of the Hospital property as they may think advantageous upon such terms and conditions as they may consider beneficial to the Hospital, subject to the provisions of the Act of Incorporation.

10.—They shall admit under reasonable conditions the parents, relatives and other persons to see the patients and communicate with them.

3.—THE SECRETARY-TREASURER.

1.—The Secretary-Treasurer shall receive and bank all funds to the credit of the Trustees, as provided; keep an accurate account of the income and expenditure of the Institution; countersign all cheques, deeds, leases and contracts relating to the Hospital; collect rents, interest, moneys due by pay patients or other income of the Hospital; maintain all insurances; pay all salaries and wages and all claims; take receipts for same and for all moneys, and keep in safe place, provided for the purpose, all deeds, leases, contracts, accounts, books, reports, etc., relating to the Trust, and take charge of effects or any money of patients dying in the Hospital, which may not be claimed by friends or relatives.

2.—He shall have in his charge all the buildings and real estate belonging to the Trust, and shall permit no structural changes to be made without the written consent of the Trustees, and shall report to the Trustees any damages of an extraordinary nature that takes place in connection with the buildings. He shall have in his charge all the

books of the Hospital and shall communicate to the Trustees through the Chairman, all suggestions or recommendations from the officials in charge of the work, and decide all questions in dispute or refer them for the decision of the Trustees. He shall keep a stock book, with a list in detail of all furniture, bedding, linen and all other chattels, utensils, securities or assets of the Hospital. He shall order all repairs to furniture and plant, and shall attend to ordinary building repairs; and shall purchase all supplies for the Hospital, with the approval of the Trustees, and shall see that these are stored in proper places, and that proper books of account are kept by the steward, showing the incoming of food supplies, and of such other stores as may be committed to his keeping, and the outgoing of same to the various departments of the Hospital, and shall see that stock lists of stores are duly made by the officials in charge thereof.

3.—He shall examine all accounts rendered for supplies or work, see that they are duly certified and pay same.

THE MEDICAL STAFF

THE ACTIVE STAFF

The establishment of Services in the various departments has been undertaken with the object of affording a better Service to the patient both at The Lakeside Home and in the City Hospital; of fixing the responsibility for the care of the patient upon a group of the Staff, the Senior of whom takes the responsibility, and the others under his directions affording him the necessary help; of obtaining a system which would better fit in with the internal economy of the Hospital; and of providing in keeping with medical and hospital advance, better means for the furtherance of medical investigation; for the recording of complete histories; and thus a means for more systematic teaching of students especially at the Out-door Clinics.

CONSULTING STAFF

Appointment:—

To be appointed by the Board of Trustees from the retiring Seniors of the Active Staff.

Duties and Privileges:—

- (a) To have the freedom of the Hospital wards and the Hospital records.
- (b) To meet and consult with the Seniors of the Active Staff on request.

- (c) To hold a public consulting clinic at a fixed hour and day at least once a fortnight on cases from the departments from which they have been advanced.
- (d) To give the Board of Trustees an annual report on the work and methods of the various Hospital services, and advise such improvements as may increase the efficiency of the services.

RULES GOVERNING THE CONSULTING STAFF

1.—The only active attendance on patients allowed the Consulting Staff will be on patients sent in by them to Private Wards, as long as the Hospital may keep open such wards.

2.—The Consultant in the case of Surgery may be asked to operate on Public Ward cases by either surgical services after consultation with the Senior, Associate and Junior on the particular case.

3.—The Consultants shall meet the Senior or Seniors in consultation by request of and appointment with the Senior of the Service in which the patient may be.

4.—The object of the Board in establishing a Public Consulting Clinic is, firstly, to lay before the general profession the work of the Hospital in its various branches; secondly, to provide the general profession and their patients the means of obtaining further advice, where the patient is unable to pay a consultant fee.

5.—To carry this out, the requirements of the Hospital are that—one member of the Consulting Staff shall hold a Public Clinic at least once a fortnight, which shall be open to students of medicine and the general profession. This will give 24 Public Clinics in the year.

6.—The Public Clinic shall consist of two parts, a clinical lecture upon cases from the Public Wards, selected by the consultant, or a Consulting Clinic with the members of the staff upon patients from the services, and these patients must be removed from clinic room before the beginning of the second part, which will be a consulting clinic upon cases brought by the general profession on assurance that the patient is unable to pay a consultant's fee.

7.—The Consulting Staff shall have the freedom of the wards for purposes of investigation, and for observing and examining those cases which they may require for their Public Clinics, and the Active Staff and Resident Officers shall furnish them with such notes and information of the cases as may be available.

8.—The annual report on the Services is to obtain an opinion on the efficiency of each Service and detail need not be given except by further request of the Board.

ACTIVE OR ATTENDING STAFF.

Constitution of the Staff.

Medicine, Internal:—

Two services, each consisting of a Senior, an Associate and a Junior.

Surgery:—

Two services, each consisting of a Senior, an Associate and a Junior.

Orthopedic Surgery:—

One service, consisting of a Senior and Associate.

Eye:—

One service, consisting of a Senior, Associate and Junior.

Ear, Nose and Throat:—

One service, consisting of a Senior, Associate and Junior.

Infectious Diseases:—

One service, consisting of a Senior, an Associate Surgeon and a Junior.

Pathology and Bacteriology:—

A Senior and a Resident Pathologist.

Electrical and Photographic Department:—

Senior and Operator.

Registrars:—

Two, a Surgical and a Medical Registrar.

Anaesthetist:—One.

MEDICINE

DUTIES AND PRIVILEGES.

Senior.

- (a) To have control and direction of his service, both indoor and outdoor, and be responsible for the conduct of both.
- (b) To attend his wards at stated hours on two or more fixed days in the week.
- (c) Except during the open period of The Lakeside Home, to attend and conduct one of the outdoor clinics of his service,

to which selected cases are to be referred from the other outdoor clinics of his service.

- (d) By notification to the Board of Trustees he may have, if necessary, a clinical assistant attached to the outdoor clinics of his service.
- (e) He may relegate his duties at The Lakeside Home to his Associate.

ASSOCIATE.

- (a) To attend the wards of the service at stated hours on those days other than those on which the Senior makes his rounds.
- (b) To attend and conduct one of the outdoor clinics of the Service.
- (c) To assume the duties of Senior at The Lakeside Home and make one visit a week to the combined services, attending with his colleague Associates.
- (d) To assume the Senior's duties in his absence.
- (e) He or the Junior to attend the emergency calls from the service.

JUNIOR.

- (a) To attend daily in the wards of the Service, preparing the cases for the Senior and Associate, carrying out or directing the researches and the keeping of records.
- (b) To attend and conduct one of the outdoor clinics of the Service.
- (c) To assume the duties of the Associate in his absence and in that of the Senior.
- (d) To assume the duties of the Associate in the city Hospital (except the outdoor service), when the latter assumes Senior duties at The Lakeside Home.

SURGERY

DUTIES AND PRIVILEGES.

Senior.

- (a) To have control of the Service, both indoor and outdoor, and be responsible for the conduct of both.

- (b) To attend his wards at stated hours on two or more fixed days in the week.
- (c) Except during the open period of The Lakeside Home, to attend and conduct one of the outdoor clinics of his Service, to which selected cases are to be referred from the other outdoor clinics of his Service.
- (d) By notification to the Board of Trustees he may have a Clinical Assistant attached to the outdoor clinics of his Service.
- (e) He may relegate his duties at The Lakeside Home to his Associate.
- (f) To so arrange the work in his Service that operations other than emergency shall be performed on two fixed days in the week.

ASSOCIATE.

- (a) To attend the wards of the Service at stated hours on those days other than those on which the Senior makes his rounds.
- (b) To attend and conduct one of the outdoor clinics of the Service.
- (c) To assume Senior duties at The Lakeside Home, attending twice a week.
- (d) To assume the Senior's duties in his absence.
- (e) The Associate or the Junior to attend the emergency calls from the Service.
- (f) To perform such operations as shall be relegated to him by the Senior.

JUNIOR.

- (a) To attend daily in the wards of the Service, preparing the cases for the Senior and Associate, carrying out or directing the researches and the keeping of records.
- (b) To attend and conduct one of the outdoor clinics of the Service.
- (c) To assume the duties of the Associate in his absence, and in that of the Senior.
- (d) To assume the duties of the Associate in the city Hospital, when the latter assumes Senior duties at The Lakeside Home.

ORTHOPEDIC

DUTIES AND PRIVILEGES.

Senior.

Deformities and Tuberculous Joints:—

- (a) To have control of his Service, both indoor and outdoor, and be responsible for the conduct of both.
- (b) To attend his wards at stated hours on two or more fixed days in the week.
- (c) To attend and conduct one of the outdoor clinics of his Service.
- (d) By notification to the Board of Trustees he may have a Clinical Assistant attached to the outdoor clinics of his Service.
- (e) He may relegate his duties at The Lakeside Home to his Associate.
- (f) To so arrange the work in his Service that operations other than emergency shall be performed on two fixed days in the week.
- (g) To be relieved of outdoor clinic during the open period of The Lakeside Home.

ASSOCIATE.

- (a) To attend the wards of the Service at stated hours on those days other than those on which the Senior makes his rounds.
- (b) To attend and conduct one of the outdoor clinics of the Service.
- (c) To assume Senior duties at The Lakeside Home.
- (d) To assume the Senior's duties in his absence.
- (e) The Associate or the Junior to attend the emergency calls from the Service.
- (f) To perform such operations and other duties as shall be relegated to him by the Senior.

JUNIOR.

When the needs of the service demand it a Junior may be appointed whose duties shall be :

- (a) To attend daily in the wards of the Service, preparing the cases for the Senior and Associate, carrying out or directing the researches and the keeping of records.

- (b) To assume the duties of the Associate in the city Hospital, that of the Senior.
- (c) To assume the duties of the Associate in the city Hospital, when the latter assumes Senior duties at The Lakeside Home.

EYE SENIOR.

Duties and Privileges:—

- (a) To have the control and direction of his Service, both indoor and outdoor, and be responsible for the conduct of the same.
- (b) To attend his wards at stated hours on two or more fixed days in the week.
- (c) To attend and conduct one of the outdoor clinics of his Service.
- (d) He may relegate his duties at The Lakeside Home to his associate.
- (e) To so arrange the work in his Service that operations other than emergency shall be performed on two fixed days in the week.
- (f) To be relieved of the outdoor clinic during the open period of The Lakeside Home.

ASSOCIATE.

- (a) To attend the wards of the Service at stated hours on those days other than those on which the Senior makes his rounds.
- (b) To attend and conduct one of the out-door clinics of the Service.
- (c) To assume Senior duties at The Lakeside Home.
- (d) To assume the Senior's duties in his absence.
- (e) The Associate or the Junior to attend the emergency calls from the Service.
- (f) To perform such operations as shall be relegated to him by the Senior.

When the needs of the service demand it a Junior may be appointed whose duties shall be:

JUNIOR.

- (a) To attend daily in the wards of the Service, preparing the cases for the Senior and Associate, carrying out or directing the researches and the keeping of records.
- (b) To assume the duties of the Associate in his absence or in that of the Senior.
- (c) To assume the duties of the Associate in the city Hospital when the latter assumes Senior duties at The Lakeside Home.
- (d) To act as Clinical Assistant at the out-door clinics.

EAR, NOSE AND THROAT**SENIOR.****Duties and Privileges :—**

- (a) To have the control and direction of his Service, both in-door and out-door, and be responsible.
- (b) To attend his wards at stated hours on two or more fixed days in the week.
- (c) To attend and conduct one of the out-door clinics of his Service.
- (d) He may relegate his duties at The Lakeside Home to his Associate.
- (e) To so arrange the work in his Service that operations other than emergency shall be performed on two fixed days in the week.
- (f) To be relieved of the out-door clinic during the open period of the Lakeside Home.

ASSOCIATE.

- (a) To attend the wards of the Service at stated hours on those days other than those on which the Senior makes his rounds.
- (b) To attend and conduct one of the out-door clinics of the Service.
- (c) To assume Senior duties at The Lakeside Home.
- (d) To assume the Senior's duties in his absence.
- (e) The Associate or the Junior to attend the emergency calls from the Service.
- (f) To perform such operations as shall be relegated to him by the Senior.

JUNIOR.

- (a) To attend daily in the wards of the Service, preparing the cases for the Senior and Associate, carrying out or directing the researches and the keeping of records.
 - (b) To assume the duties of the Associate in his absence, or in that of the Senior.
 - (c) To assume the duties of the Associate in the city Hospital when the latter assumes Senior duties at The Lakeside Home.
 - (d) To act as Clinical Assistant at the outdoor clinics.
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INFECTIOUS DISEASES**SENIOR.****Duties and Privileges:—**

- (a) To have oversight in conjunction with the Lady Superintendent of the hygienic and sanitary conditions of the Hospital and report to Board.
- (b) To inspect and give final decision in all suspicious cases.
- (c) To have the power of quarantining such patients, nurses, members of House Staff and employes as he deems necessary.
- (d) To have the direction of the Isolation Wards.

ASSOCIATE SURGEON.

- (a) To have the surgical care of all patients suffering from infectious disease or confined to quarantine.

ASSOCIATE PHYSICIAN.

- (a) To assume Senior's duties in his absence, or when relegated to him by the Senior in the open period of The Lakeside Home.
- (b) To take charge of such Isolation Wards as the Senior shall direct.

JUNIOR.

- (a) To take charge of such Isolation Wards as the Senior shall direct.
- (b) To take charge of the records.

BY-LAWS GOVERNING THE ACTIVE OFFICERS

APPOINTMENT.

All appointments to the Active Staff to be made and held from year to year, being tenable only by reason of the interest, activity and efficiency shown in the duties of the Services and Hospital. Application for appointments to be made to the Secretary of the Board of Trustees on notice of vacancy.

The age limit of active membership shall be sixty years. Under special circumstances the Board of Trustees may at discretion continue such appointment from year to year.

Clinical assistants may be attached to the out-door clinics of the Service, on recommendation of the Senior and by the consent of the Board of Trustees, such assistant not to rank as one of the Active Staff.

1.—The Medical Staff shall be appointed annually on the 15th day of September, and shall consist of the consulting staff and the attending or active staff, such as the requirements of the Hospital may from time to time demand, as shown in the rules and regulations governing the staff. The positions shall be held at the pleasure of the Trustees.

2.—In the case of vacancy of the position of Senior or head in any department, applications will be received by the Trustees and submitted to the Seniors of the other Services for recommendation.

3.—The Associates and Juniors shall be appointed after the applications have been submitted to the Senior of the particular Service for recommendation.

4.—The Trustees will issue Rules and Regulations governing the duties of the members of the Staff, with such explanatory notes as are necessary, and change the same at their pleasure, and forward copies of these Rules and Regulations and such changes to the members of the staff at the beginning of the Hospital year, 1st of October.

5.—The Staff are expected to make such visits as are necessary, conforming to the Rules and Regulations governing the conduct of the Services.

6.—A book shall be kept in which the Active Staff shall record their names and time at which they visit the Hospital.

7.—A report of the attendance in each Department, together with notice of any presumable neglect, shall be forwarded by the Lady Superintendent at the end of each month to the Senior of the Department, who shall within ten days return to the Secretary-Treasurer the copy certified, with explanatory notes and suggestions, for

submission to the Trustees. In default of such return, the Secretary-Treasurer shall forward a copy to each of the members of the Department, requesting a reply in writing for action by the Trustees at the next meeting of the Board.

8.—The Trustees may provide for the delivery of medical and surgical lectures in the Hospital by such persons and at such times and on such terms and conditions as they may think proper, and for the admission thereto of such persons as they may direct.

9.—Any member of the Staff shall, if he have cause of complaint against any employe, report the same with cause of such complaint, to the Lady Superintendent, or report, if necessary, to the Trustees.

10.—No fee shall be charged by the Staff—in the case of any Public Ward Patient. In the case of Private or Semi-Private Patients the fees shall be collected by the member in attendance on the patient, and not through or by the Hospital.

WARD ROUNDS.

That the Senior may have time for the oversight of the whole Service, and be relieved of much of the routine work, he is required to make the rounds of his wards at least twice a week, directing the course of treatment, examination and investigation, and looking after the welfare of his Service.

The Associate shall make his rounds on the days other than the Senior, and carry out the treatment, and make such examinations and further direct the investigations, as the needs of the patient and the records may require.

The Junior shall attend daily, carrying out investigations and overlooking the records, generally preparing the cases for the Senior and the Associate; and providing the information that the Registrars shall require.

These ward rounds shall be made at fixed hours. Such hours to be determined on by the Members of the Services in general meeting, notice of which will be given through the Secretary's Office.

When so arranged, the nursing staff and the resident will be in attendance to prepare patients for examination, and to record the result of the examination, state of patient, etc.

THE LAKESIDE HOME.

Each of the Services shall provide attendance of one or more of the members at The Lakeside Home for Little Children at least once a week, and the Senior will be held responsible for such arrangements and for the attendance.

OPERATIONS.

These shall in each Service be conducted on two fixed days a week, beginning at a fixed hour, these days and hours to be fixed in the general meeting of the Services.

The Senior shall have the direction of operations in his Service, allotting such as he may to the Associate, while the Junior is expected to attend to minor operations.

All operations with the initials of the operator shall be posted on the notice board in the Staff-room.

Minor operations may be performed at the Outdoor Clinic by the attending Surgeon or Specialist.

The Outdoor Operating Room is at the disposal of any of the Staff for minor operations on their own outside patients on payment of a small fee, where the patient can be removed within a few hours.

OUT-DOOR DEPARTMENT.

There shall be three out-door clinics in connection with each surgical and medical service, and two in each of the Orthopedic, the Eye, and the Ear Nose and Throat Services.

To each of the Services the Senior may attach on notification in writing to the Board a Clinical Assistant, who will not have any official position on the Staff other than recognition of such attachment.

The Clinical Assistant shall attend on the Out-door Clinics of the particular Service a half hour before the regular clinician of the day, and he shall first see all the new cases, making such entries on the history cards as may be necessary for the use of the clinician, select from old patients such as the clinician may wish to see and attend to the needs of the others.

The Associate and the Junior shall pass on from their clinics to the Senior's Clinic such cases as are of particular interest, or such as the Senior may be interested in.

Patients coming to the Outdoor Clinics of a service may, if needing Hospital attention, be admitted to the Indoor Service direct.

During the summer the Senior may relinquish his clinic, and the third clinic be taken by the Registrar or the Clinical Assistant, while the Associate assumes the prerogatives of the Senior.

In the absence of any Member of the Service for Outdoor Clinics, the Senior (or the Associate in the summer), shall secure an Assistant to do the work, and notify the Board of the same.

PATHOLOGY. PATHOLOGIST.

Senior.

Duties and Privileges:—

Same duties as are in force in this Hospital.

1.—He shall have charge of the Pathological Laboratory, and carry out such routine or original investigation, as he or the Staff may desire.

2.—He shall conduct the autopsies and direct the investigations and the preservations of specimens.

RESIDENT PATHOLOGIST.

To perform duties allotted to by Senior, and to be under the same control as the Resident Staff.

PHOTOGRAPHIC DEPARTMENT.

Hospital Photographer.

He shall have charge of the electrical apparatus, and take such photographs and sciagraphs as the House Surgeon and Hospital authorities may direct.

DUTIES OF REGISTRARS.

They shall have free access to all cases in the wards, and see that the records of the cases are kept in such a manner as to enable them to make a full report of the details of the cases, at the end of the year.

They shall call the attention of the Junior of the Service to which the case belongs, to any deficiencies in the records, and the latter shall be responsible that the deficiency does not recur.

They shall make all entries on the history sheets under the headings "Complaint" and "Result," and initial all histories when they are complete and ready to be placed on file.

They shall be responsible for the proper filling of the histories during the year, and for their binding at the end of the year.

They shall make a tabulated report, giving age, sex and result of all the cases which have been in the Hospital during the previous year; and in the case of the Surgical Registrar, a tabulated report of all the Surgical Operations during the year.

They shall make a more detailed report, if required, of all series of cases, and of all specially interesting or rare cases.

ANAESTHETIST.

Duties and Privileges:—

He shall be responsible for the administration of all anaesthetics, and enter a record of all particulars of each case in a book provided for that purpose.

HOUSE STAFF

The House Staff shall consist of a House Surgeon, a Surgical Junior, a Medical Senior, and a Resident Pathologist.

Applications for appointment will be received until the last week in May from graduates of any College in Ontario, or from those who expect to graduate at the Spring Examinations of the same year. Applications must be made in writing to the Secretary of the Hospital. Each applicant must present a letter of recommendation from the faculty of his college stating that his work has been satisfactory, and that he is a suitable man for an internship.

Appointments shall be made in the last week of May, annually. Each appointee on entering the Hospital will be required to sign an agreement to the effect that he will give his whole attention to the work of the Hospital for one year from the date of his appointment, accidental circumstances not interfering.

The Staff shall consist of two divisions, Surgical and Medical, the former to consist of a House Surgeon and a Surgical Junior, the latter of a Medical Senior and a Medical Junior.

The first three months of service shall be spent as Medical Junior, the second as Medical Senior, the third as Surgical Junior, and the last as House Surgeon, a six months' continuous service being thus provided for on each division.

During the period in which The Lakeside Home is open the House Surgeon and Medical Junior shall remain in the city, and the Medical Senior and Surgical Junior shall have charge of the work at the Island.

The Resident Pathologist shall remain in the city the year round. During the summer he may be called upon at the discretion of the House Surgeon to render such assistance as shall make it unnecessary to take on another intern in the city Hospital. Seniority in the House Staff is to depend on length of Service, except in the case of the Resident Pathologist, who will always be Junior to the House Surgeon.

If at any time a member of the House Staff wilfully breaks these rules or shows negligence in their observance, or if at any time it is considered that he is guilty of neglect of duty, on presentation of a complaint from the head of the department affected, to the Superin-

tendent, an investigation shall be instituted by the Superintendent, and upon report of this enquiry the Board of Trustees may acquit if the complaint is without foundation, or reprimand or expel, according to the gravity of the offence.

At the end of his year's service, provided his work has been satisfactory, each retiring House Surgeon shall receive a diploma signed by the Chairman of the Board of Trustees, the Secretary-Treasurer and the Superintendent of the Hospital.

RULES FOR THE HOUSE STAFF

DISCIPLINE.

In matters concerning the administration of the Hospital conduct, observance of household rules, etc., the staff shall be directly responsible to the Superintendent.

In matters concerning the treatment of patients, the Staff shall be responsible through the House Surgeon or Medical Senior to the Attending Surgeons or Physicians.

In cases, however, where the action or lack of action of the House Staff is, in the opinion of the Superintendent, detrimental to the interests of the Hospital, the Superintendent may take action, and if necessary bring the matter to the attention of the chairman of the Trust.

For all the work and routine of the Hospital, and in the matter of observance of rules, etc., the Staff is responsible to the House Surgeon.

HOURS OF DUTY, ETC.

The House Staff is expected to go on duty at 8.30 each morning, the day being commenced by ward rounds at that hour. The rest of the day until 4 p.m. shall be devoted to ward and laboratory work, and to clinics and operations. Evening rounds at 7 o'clock.

Between the hours of 8.30 a.m. and 4 p.m., the whole Staff is expected to be on duty, and a member may only absent himself with the permission of the Superintendent. This rule does not hold good for Saturday afternoon or Sunday, which shall be considered hours off duty.

Outside of the regular hours of duty two members of the Staff, must be in the Hospital all the time, of whom one must be of the Surgical Division.

The House Surgeon is free to go out when he wishes, but the others must have his permission before leaving the Hospital. If on a special occasion, both House Surgeon and Surgical Junior wish to absent themselves at the same time, arrangements must be made with one of the Junior attendants to take up his duties should an emer-

gency arise. The Resident Pathologist may relieve any of the Staff when called upon to do so. Provision must be made that the hours out of the Hospital shall be equally distributed among the Staff. No member of the Staff may be absent from the Hospital over night without the permission of the Superintendent. During the summer months two men must be in the city Hospital continuously, and at the Lakeside one man is sufficient.

HOLIDAYS AND LEAVE OF ABSENCE.

During his service each man is entitled to three weeks' holidays, to be taken either during his first three months or third three months of service. This rule does not apply to the Resident Pathologist, who may take his holidays whenever the work of the Hospital permits it. No two interns may be absent at the same time. In applying to the Superintendent for leave of absence, the applicant must have the acquiescence of the House Surgeon. A suitable substitute must be provided by the intern for the time of his absence. Substitutes must be provided whenever, for any reason, a man is absent from duty for more than four days.

HOUSE SURGEON.

He shall represent the House Staff on such occasions as the Superintendent or Board of Trustees wishes to confer with the staff.

He shall be responsible to the Superintendent for the conduct of the House Staff while within the Hospital.

He shall be responsible to the Attending Surgical Staff and Superintendent for the care of all the surgical patients in the Hospital.

He shall see to the general carrying out of both the surgical and medical work in the Hospital, and he shall see that new men coming on are properly instructed in their duties.

He shall see that the rules and instructions laid down for the rest of the Staff are properly carried out.

He shall give his consent to leave of absence of any of the Staff only when such absence does not interfere with the work of the Hospital.

He shall be responsible for the admission of all patients to the Hospital, and for the refusal of such patients as are suspected of infectious disease, or of such out of town patients or emergency cases as require a medical opinion before admission. If the case is of sufficient gravity, he shall consult with the attending on infectious diseases concerning the former cases or with one of the other attendings concerning the others.

In case of infectious disease being suspected in the Hospital he shall decide whether or not it is necessary to send for the attending on infectious disease, and he may recommend quarantine to the

Superintendent, and institute treatment until the arrival of the attending.

In cases of emergency he shall take full charge of the matter pending the arrival of an attending. If the case is of sufficient gravity the attending and Superintendent must be notified at once.

At 8.30 each morning he and his junior shall make ward rounds together.

At 9 a.m. he shall be ready to assist in theatre and clinics and operations.

In operations he shall act as first assistant to the operator except in those cases that the surgeon may assign to him to do himself, and except in private and semi-private cases, unless the surgeon asks him to assist. He shall be directly responsible for the preparation of the patient and the preparations that are necessary for the operation.

He shall make rounds accompanied by his Junior with the attending surgeons at those hours set down by the surgeons which do not interfere with clinics and operations. He shall receive all instructions for the treatment of the patients on his division, and shall be responsible for their execution. He shall make arrangements for operations and give the orders for the preparation of the patient according to the custom of the Hospital. He shall notify the Official Anaesthetist on the evening before the operation is to take place.

He shall make the physical examinations on all cases on his division, and shall dictate his notes to his Junior. Each physical examination must be made within twenty-four hours of the patient's admission. Frequent progress notes must be made, Saturday morning being devoted to a revision of the histories. He shall see that X-Rays and photographs are made and charted before and after treatment whenever advisable. He shall see that all necessary clinical laboratory and pathological work is done and noted on the histories. He shall have charge of the operating book and see that it is kept properly filled out.

He shall give early warning to the Superintendent if any patient in the Hospital is in a critical condition.

After receiving the written consent of one of the parents or guardian to hold a post-mortem on any patient that may die on his division, he shall arrange for same and file the report with the history.

He shall see that no anaesthetic is given without the consent of the attending in charge, and that the Official Anaesthetist or a substitute is always present at these anaesthetics.

All orders for treatment must be written and signed by him.

He shall see that antitoxin is given every two weeks, and that all other Hospital routine work is carried out.

When a patient is ready for discharge he shall notify the Superintendent to that effect, and when the patient goes out he shall give full instructions to the parents as to the after treatment.

He shall not absent himself from the Hospital at the same time as his Junior, except under the conditions mentioned above, and with the permission of the Superintendent. During the summer he shall not be absent from the Hospital at the same time as the Medical Junior.

During the summer instead of having charge of the Surgical patients only, he shall have charge of all the patients in the Hospital.

During the Summer he shall make weekly visits to Lakeside to see that the treatment is being properly carried out. On these days he shall examine each surgical patient and dictate what notes he may consider necessary.

SURGICAL JUNIOR.

He shall be responsible to the House Surgeon for his whole work and conduct in the Hospital. In case the House Surgeon is absent on leave he shall assume the duties and standing of the House Surgeon.

At 8.30 each morning he shall make ward rounds with the House Surgeon, and carry out any instructions given by him.

At operations he shall give all anaesthetics assigned to him by the Official Anaesthetist.

During theatre clinic hours he may employ his time on ward or laboratory work.

He shall have charge of all dressings on the surgical division that the House Surgeon may detail to him. He shall frequently inspect the cases which are being dressed by the nurses, in order that any change may be noted.

He shall see that all apparatus in use on the wards are in working order.

He shall be ready to assist the House Surgeon whenever necessary.

He shall look after all the Surgical, Clinical laboratory work, making a urinalysis of each operative case on the day before operation, making blood counts, swabs, etc., whenever necessary.

He shall make the progress notes and notes of physical examinations at the dictation of the House Surgeon.

During the summer he shall be the Senior intern at The Lakeside Home. While there he shall have all the Medical duties of the House Surgeon. Whenever, however, he is in doubt as to the right course to pursue, he must telephone the House Surgeon for instructions.

He shall not absent himself from the Hospital at the same time as the House Surgeon except under the conditions mentioned above, and at The Lakeside Home he must not be out at the same time as the Medical Senior.

MEDICAL SENIOR.

The Medical Senior shall be in charge of all the medical cases in the Hospital, and for their care he is responsible to the attending physicians. He shall be responsible to the House Surgeon for his whole work and conduct while in the Hospital.

He shall make rounds daily with his Junior at 8.30 a.m.. Evening rounds at 7 o'clock.

He shall assist in all indoor medical clinics.

He shall make rounds accompanied by his Junior with the attending physicians at those hours which do not interfere with clinics.

He shall receive all directions from the physicians, and see that they are carried out. All orders for treatment must be written and signed by him.

He shall make a physical examination of each medical patient within twenty-four hours after admission, dictating his notes to his Junior. Frequent progress notes must be made in a similar manner. He shall see that all necessary clinical and pathological examinations are made and recorded.

In case of emergency or suspected infectious disease arising on his wards he must immediately consult with the House Surgeon.

At The Lakeside Home he shall not absent himself at the same time as the Surgical Junior.

In the city, when he is absent from the Hospital he shall leave his work in charge of his Junior or the Resident Pathologist, or if these are both out, with one of the Surgical Staff.

He shall instruct his Junior in his duties when he enters the Hospital.

He shall notify the Superintendent when patients are ready for discharge, and shall give full instructions to the parents as to the after treatment.

He shall give early warning to the House Surgeon if any patient on his division is in a critical condition.

After receiving the written consent of one of the parents or guardians to hold a post-mortem on any patient that may die on his division, he shall arrange for same, and file report with the history.

MEDICAL JUNIOR.

He shall be responsible to the Medical Senior and House Surgeon for his work in the Hospital, and to the House Surgeon for his conduct, etc. In case the Medical Senior is absent, he shall assume his duties unless he himself is absent.

At 8.30 each morning he shall make rounds with the Medical Senior, and follow instructions.

At 9 a.m. he shall be prepared to assist at all out-door clinics, and shall place himself at the service of the clinician.

He shall make rounds with the Medical Senior when the attendings are on the wards.

He shall assist the Medical Senior whenever necessary.

He shall write the physical examinations, and make the progress notes at the dictation of the Medical Senior.

He shall make all the clinical laboratory examinations on his division, such as urinalysis, blood counts, swabs, etc., and all the clinical laboratory work entailed in the admission of patients.

He shall have charge of the admission of all patients to the Hospital, following out strictly the rules laid down for the admission of patients. He shall make a careful history of each case, examining for infectious diseases, taking a swab from the throat, and giving the initial dose of antitoxin. He shall also enquire as to the proximity of infectious disease to the home of the patient, and keep a book in which is recorded each morning the locality of infectious diseases. This book shall be referred to in admitting patients. Doubtful cases must be referred to the House Surgeon.

All patients applying for admission must be attended to at once.

In the summer he shall give such anaesthetics as the Official Anaesthetist may detail him.

During the summer he shall not absent himself from the Hospital at the same time as the House Surgeon.

RESIDENT PATHOLOGIST.

He shall be responsible to the Attending Pathologist and House Surgeon for his work in the Hospital.

His hours of duty shall be 8.30 a.m. to 4 p.m., to be spent in the laboratory or in the wards, as may be required.

He shall have charge of the clinical and pathological laboratory, and shall be responsible to the Superintendent and the House Surgeon for its proper order and efficiency.

He shall do all the pathological work sent down by the House Surgeon and Medical Senior, and shall be responsible to the former for the same. This shall include special urinalysis, special blood counts, all differential counts, all special bacteriological work, all preparation and examination of specimens of tissue, and any other pathological work that the House Surgeon or Medical Senior may wish him to do.

He shall assist at all post-mortems, except at those which he has been detailed to do himself by the Attending Pathologist. He

shall prepare such specimens as the House Surgeon or Medical Senior may require.

He shall engage in pathological investigation under the direction of the attending pathologist, and at the end of his service shall hand in a detailed report to the Superintendent of the progress made during his service.

He may relieve any of the rest of the staff when off duty.

During the summer he may be called upon at the discretion of the House Surgeon to render such assistance in the work of the Hospital as shall make it unnecessary to appoint another intern.

At the end of his year's service he may apply for appointment to the regular medical staff, and if his work has been satisfactory, and he receives the appointment, he shall have first chance for the June appointment.

SUBSTITUTES.

Substitutes may be appointed to take over the work of the Resident Pathologist, the Surgical Junior or the Medical Junior.

His duties shall be those of the man whose place he takes.

All rules applying to the man whose place he is taking shall apply to him.

INVESTIGATIONS.

The Hospital will furnish aid in investigations, and clerical work may be arranged for with the Secretary-Treasurer.

The routine investigations to be carried out by the Resident and the Pathologist by direction and request of the Clinician.

STUDENTS.

1.—Any student of medicine on payment of a fee, which is fixed by arrangement with other hospitals of Toronto, shall receive a ticket entitling him or her to attend the clinics of the Hospital for the period of one session, of six months, or for a perpetual ticket to be taken out in conjunction with the Toronto General Hospital.

2.—The students shall enter the operating room by the rear entrance from Elizabeth street or Laplante avenue. All operations, lectures and clinical instructions will be given in this room, and no student shall go to any part of the Hospital, except by the special permission of the Superintendent; and all students shall leave the Hospital when the operation or lecture is concluded.

3.—They shall have access, through the register, to the case books of the Hospital for the purpose of transcribing the cases of patients every day, Sunday excepted, after the visiting hours, but they shall not on any account remove the books from the Hospital.

4.—They shall behave with decorum in the Hospital, and any violation of the rules shall render them liable to either suspension from privileges, or expulsion, at the discretion of the Trustees.

THE EMPLOYEES.

1.—The officers, employes and servants of the Hospital shall be as follows:—A Secretary-Treasurer, Assistant Secretary and Stenographer, Superintendent, Assistant Superintendent, a Dispenser, five Resident Medical Officers, Steward and Engineer, and a competent staff of nurses, and such other assistants and servants as may be necessary, subject, however, to be reduced or increased, and their duties to be varied or changed as may be found expedient from time to time. They shall all, except the Secretary-Treasurer, Assistant Secretary, and Engineer, reside in the Hospital buildings.

2.—They shall hold office, appointment or service on a monthly term only, be paid their wages twice during each calendar month, and be subject to removal at the end of one week's notice or one week's payment of salary or wages, which one week shall be computed from the day of such removal or notice made or given, although the same is made or given during the currency of a month's service.

3.—They shall faithfully obey the rules and regulations, shall not allow themselves or any person (as far as they can prevent) to injure any part of the Hospital, its floors, walls or furniture, and be diligent in performing their duties, and when requested by any person having authority, give an account of all matters which shall come to their possession or knowledge in the course of their duty, and which it may be proper for them to answer or to explain. Any employe may be summarily dismissed for neglect of duty or breach of rules, with the concurrence of the Chairman of the Board, and any employe so discharged shall receive wages up to the date of dismissal only.

DISPENSER.

1.—The Dispenser shall be appointed by the Superintendent, upon consultation with the Trustees. He or she shall be a graduate of, or duly qualified by, a school of pharmacy.

2.—He or she shall have the immediate care and custody of all drugs, medicine and other articles belonging to this Department, and be responsible therefor, and shall purchase the same. His hours for duty are 8.30 a.m. to 5.30 p.m., and he or she is subject to emergency calls.

3.—He or she shall compound all medicines prescribed by physicians and surgeons, and make up all solutions for use in the wards. Shall deliver no medicine or any article from this Department unless on requisition for supplies from the Head Nurse in charge of the ward or on direct written order from the Superintendent, or from a member of the House Staff, or Medical Board. Requisitions for medicines for the wards are to be made by sending ward bottles to be refilled, or by sending the order book with the physician's or surgeon's prescription therein.

4.—Shall report to the Superintendent any unusual or excessive use of expensive drugs. Shall be present in the Dispensary during clinic hours, and see that there is no unnecessary delay in filling prescriptions.

5.—Shall see that all medicines sent to the wards, etc., are distinctly marked. Poison shall have a blue label; ordinary prescriptions a yellow label.

6.—Shall keep a book in which shall be entered all supplies received in his or her department, stating price, quantity, from whom purchased. He or she shall give a report of the expense to the Secretary whenever desired, and shall examine all goods delivered to the Department, and return all inferior articles, and shall report such action to the Secretary.

7.—He or she shall do such teaching and other duties as the Superintendent may assign them.

8.—He or she shall render a statement each month of the supplies sent to each ward, with cost of same, and shall keep the account book of the dispensary as directed by the Secretary-Treasurer.

SUPERINTENDENT.

1.—The Superintendent shall be appointed by the Board of Trustees, and be subject to such rules as they may adopt from time to time. She may have general charge and supervision of the Training School and Nurses, of the domestic economy and officials of the Hospital, and of all departments, except the business department.

2.—She shall visit the respective wards every morning, and all other parts of the building at all times when she may think it necessary.

3.—She shall reside in the Residence, in the rooms provided for the purpose, and shall not absent herself from the Hospital unless on business of the Hospital, or on her own reasonable and necessary affairs, and in case of her absence, the Assistant Superintendent shall take charge of her work.

4.—In cases of complaint by the Visiting Medical Officer against employes under her charge, the Superintendent may, if necessary, suspend them from duty, and shall forthwith report the matter to the Secretary-Treasurer, who shall inform the Trustees, and shall require them to attend a meeting as soon after the expiry of twenty-four hours as may be convenient, notifying those concerned to attend. The Trustees on hearing the matter, shall determine what course shall be taken on the complaint with respect to such persons.

5.—She shall see that visitors are allowed to see such patients as they desire, at proper hours, but subject to regulations.

6.—She shall inform the Secretary-Treasurer of the Hospital of all articles that may be required from time to time for use in the Hospital, and shall not incur, nor allow to be incurred by any employe, an indebtedness or liability on account of the Hospital.

ASSISTANT SUPERINTENDENT.

1.—The Assistant Superintendent shall be under the direct supervision of the Superintendent, and shall act in her absence having full control.

2.—She shall have entire charge of the Operating Room, and be responsible for the proper use of instruments, etc., and see that there is no extravagance. She shall order all supplies, subject to the approval of the Superintendent.

THE HOUSEKEEPER.

1.—The Housekeeper shall be appointed by the Trustees. She shall in all matters be under the direction of the Superintendent.

2.—She shall be responsible for the cleanliness and order of all parts of the buildings, including the Nurses' Residence, and make rounds regularly to see that the proper standard is maintained.

3.—She shall pay special attention to the quality, cooking and serving of food in all departments, and see that articles on the diet list are furnished as ordered by the Superintendent.

4.—She shall be responsible for the working of the Linen Room and all supplies, and make reports to the Superintendent when such supplies need replenishing. She is also responsible for the laundry and the working thereof.

5.—She shall, under the direction of the Superintendent, engage and discharge all female servants, and shall perform such other duties as may be assigned her by the Superintendent.

STEWARD.

1.—The Steward of the Hospital shall have the charge of all food supplies and such other stores as may be entrusted to his keeping, and shall attend to the distribution thereof to the various departments of the Hospital, in accordance with requisitions made by either the Superintendent or Housekeeper.

2.—He shall keep, under the direction of the Secretary-Treasurer, proper books of accounts, showing the incoming and outgoing of said supplies and stores.

ENGINEER.

1.—The Engineer shall have the care of all boilers, furnaces, grates, steam and water pipes, elevators and other apparatus belonging to the heating of the Hospital buildings and Nurses' Residence buildings; all machinery used in the laundry or elsewhere, fire plugs, fire hose, hydrants and appurtenances connected with the water and gas service in or connected with the buildings; all gas meters, pipes and connections, electric wires, dynamos; all baths, closets, water tanks, hot water fixtures and appliances, and is to see

that they are kept in good order, doing himself all ordinary repairs, and reporting to the Secretary-Treasurer all extraordinary work required in his department, and for this purpose he is regularly to inspect and examine the premises.

2.—His duty is to maintain a temperature of at least 65 degrees throughout the wards both day and night during the cold weather.

3.—He is to receive and certify to the correctness of all invoices of coal delivered, and is to see as far as possible that it is used economically.

4.—He shall be responsible for the cleanliness and order of all parts and rooms under his care.

5.—He shall allow no person, except the regular assistants, into the boiler or engine room, or to loiter about in any part of the basement. The Engineer is to enforce this rule as far as he can, and is to report any breach of it or any other irregularity to the Secretary-Treasurer.

6.—All articles required for the department are to be obtained by requisition to the Secretary-Treasurer.

ADMISSION OF PATIENTS.

Private Ward Patients may be admitted under any Member of the Staff, Active or Consultant, as long as such wards are kept open by the Hospital.

Semi-private cases can only be entered under the Senior's name, though a semi-private bed in each Service shall be at the disposal of both the Associate and the Junior as there may be vacancies.

No patients except Private Ward Patients shall be admitted under any of the Staff other than the Seniors of the Services, and it will only be by the requirements of the Hospital as shown by the rules and regulations, or by the courtesy of the Senior that the Associate and the Junior shall take charge of individual cases.

From the Out-door Clinics of a Service patients may be admitted directly to the In-door Service.

All Public Ward cases coming to the Hospital otherwise than through the Out-door Clinics shall be assigned in rotation.

All Public Ward patients coming under the heading of Tuberculous Joints, Deformities of the Spine and the Extremities, other than produced by injury, shall be admitted to the Orthopedic Service.

All patients admitted shall be detained in the admission ward for a period not more than seventy-two hours.

SERVICE LIST.

All patients' names will be entered on the Service cards, on which the heading shall contain no name but that of the Senior.

Public Ward cases shall be referred to as belonging to Dr. ——'s (Senior) Service.

ADMISSION TO THE TRAINING SCHOOL.

1.—Young women wishing to become nurses in the Hospital must apply personally if possible, or by letter, to the Superintendent, upon whose approval they will be admitted. Applicants must be twenty-one and under thirty years of age.

2.—All applicants must be of unblemished character, and give evidence of an English education equivalent to the requirements of a High School Entrance Examination. Preference is given to women of superior education and culture.

3.—Applicants enter in classes, October, January and April. The course consists of three months' preliminary training. At the end of three months they are examined, and if they pass, enter the School for one month for the purpose of testing their practical work. If this is satisfactory, they are enrolled as pupil nurses—three months' obstetrical training and four months' district work completes the course.

4.—Uniforms and text books are provided, but no remuneration is given. Nurses are cared for during illness. Three weeks' vacation is allowed, but all lost time, except for infectious disease, is to be made up.

5.—Every nurse shall perform any duty assigned to her, either in the Hospital, or in the associate hospitals, and at any time a nurse may be dismissed for inefficiency, neglect or misconduct.

IN-PATIENTS.

1.—Children who are not suffering from smallpox or other infectious diseases, or chronic diseases, shall be received as in-patients up to fourteen years of age, for medical and surgical treatment, and fourteen and under for operations, and shall not be admitted unless brought by some grown person.

2.—The following classes of children shall be admitted to and treated at the Hospital: Sick children destitute and friendless, or whose parents through poverty are unable to take care of them, and from various circumstances cannot receive proper care and attention at home, who have friends who are willing to contribute towards the expense of maintenance. So that pauperism may not be fostered, the rule that remuneration to some extent shall be paid, is strictly enforced whenever relatives or applicants are in a position to afford it.

3.—Patients shall be admitted only by a Resident Medical Officer, who shall determine whether the case is a fit and proper one for Hospital treatment, and is not of infectious or chronic character, and shall not be admitted unless brought by some grown person. Accident and urgent cases excepted from above rule as to grown

person. Patients on admission shall be assigned to the different Services in rotation.

4.—Any person desiring admission to the Hospital as a pay patient must pay in advance one week's payment, or must present a letter from some satisfactory person agreeing to become responsible to the Hospital for the charges of such applicant during a specified time.

5.—Persons unable to pay must bring a certificate from a clergyman or the reeve of their municipality.

6.—Presents of toys or other things to any patient shall belong to the child only while in the Hospital, and for its use and amusement there; and shall not, unless when given by its parent or guardians, be given away or taken from the Hospital without the consent of the Superintendent; when such consent is not given, they shall be left as the property of the Hospital.

Patients applying for admission must be attended to at once.

7.—Accident or urgent cases are admitted at any hour during the day or night.

In-door cases discharged during convalescence shall consult the Secretary-Treasurer, who will determine whether they shall attend at the Out-door Department, or be referred to the Office of the Senior, or the Associate, according as the patient was admitted direct or by note from the respective member of the Service.

OUT-DOOR SERVICE.

1.—The physicians of the Out-door Staff shall be in attendance on the days and at the hours specified by the Trustees.

2.—Any patient requiring treatment in the operating room shall become an In-door patient before being operated upon in the operating room.

Any clinics held in the operating room shall be on intern patients only.

Any patient from without the city qualified for Out-door Department, yet requiring longer than usual care or investigation, may be admitted for a few days.

3.—They shall keep a record of the names of the out-patients and such particulars as set forth in the book provided for the purpose, and shall legibly write, or cause to be written, the prescriptions for out-patients in the book provided, such prescriptions to be copied on cards, with directions for use.

4.—In admitting patients from the out-door service to the in-door, the admitting Resident Physician or Surgeon shall write, or have written, as full an antecedent history as possible, with a history of the present condition. He shall make diligent enquiry of the

presence or recent occurrence of infectious diseases in the family of the patient, and shall record anything worthy of note on the history paper.

5.—In accident cases one of the Resident Surgeons shall immediately attend the case, and on no account shall any work of any kind in the Hospital interfere or prevent his attendance to the case reported.

OUT-PATIENTS.

1.—Children shall be received as out-patients from birth until fourteen years of age, who are free from smallpox or other infectious diseases, or chronic diseases, and who are brought to the Hospital by one of their parents or by a grown person. Those who are not received into the Hospital will daily receive advice and medicine on payment of a fee of five cents, and have an ordinary operation performed at the Dispensary by the Visiting Medical Officer at the hour appointed. All out-patients must provide their own phials or vessels for medicine, and these must be kept clean. Price for bottles supplied will be five cents each.

2.—Parents or others who bring patients shall attend promptly at the Dispensary Department, on Elizabeth street, at the hour appointed, and when advised and treated shall leave the Hospital premises, and if they wilfully disobey directions given, or violate the rules of the Hospital, they shall not be permitted again to enter the Hospital.

3.—The attendants shall strictly enforce these regulations, which are intended to promote the general welfare.

VISITORS.

1.—Visitors may be admitted to the Hospital Sundays, between the hours of 2 and 4 p.m. All visitors must enter at the main entrance on College street, and must see the nurse in charge before entering a ward.

2.—Visitors are strictly forbidden from giving any article of food, fruit, or luxuries to any of the children. Any luxuries intended for particular children can be left with the nurse of the ward, who will distribute them under the direction of the Lady Superintendent.

PRIVILEGES OF SUBSCRIBERS.

1.—Each donor of thirty thousand dollars shall be entitled to name in perpetuity a ward containing eighteen beds.

2.—Each donor of fifteen thousand dollars shall be entitled to name in perpetuity a ward containing nine beds.

3.—Each donor of ten thousand dollars shall be entitled to endow and name in perpetuity one cot in the Hospital for Sick Children, in Col-

lege street, and one cot in The Lakeside Home for Little Children, the summer branch of the Hospital, situated at the Lighthouse Point, Toronto Island.

The cost of the upkeep or maintenance of a cot in the Hospital is five hundred dollars per year. In order to obtain this sum the capital amount of ten thousand dollars is invested in five per cent. securities selected by the Trustees and approved of by the donor.

This endowment also gives the donor the privilege of naming when vacancies occur in the occupancy of the cots, patients for these cots, who are accepted by the Hospital as fit and proper cases for treatment in the Hospital for Sick Children.

4.—Each donor of two thousand dollars shall be entitled to name a cot in perpetuity and be entitled to have it permanently inscribed in regular form.

5.—Annual subscribers for one hundred dollars for the purpose of maintaining a cot shall be entitled to have the cot named as long as the annual subscription is continued.

6.—That any person desirous of naming a ward by payment of \$30,000 or \$15,000, or a cot by the payment of \$2,000, may pay such sums in instalment, providing that for the ward these instalments be paid within five years, and for the cot within three years.

7.—The representative of any church, Sabbath school, public work, lodge, society or benefit organization shall be entitled to the same privilege as an individual subscriber of the same amount.

8.—As many enquiries are made as to the terms on which persons may leave money by will to the Hospital for Sick Children, it has been thought well to publish the condition.

9.—The Hospital can legally receive any amount of money which may be given or bequeathed.

10.—The Hospital can also take by gift, devise or bequest, any lands or tenements, or any interest therein, the yearly rental of which does not exceed \$15,000, provided the gift, devise or bequest is made at least six months before the death of the person making the same. The clause in the will may be in the following:—

“I give, devise and bequeath to the Hospital for Sick Children, Toronto, the sum of dollars,” and also if lands be given, this clause to read:—

“I give and devise to the Hospital for Sick Children at Toronto the following lands (describing them.)”

In cases where death is apprehended within six months, and when, therefore, the devise of lands would probably fail, it will be advisable to put the bequest in this form.—

“I give and bequeath to the Hospital for Sick Children at Toronto the sum of \$....., to be raised and paid out of my money and personal effects.”

If the bounty is intended for the branch of the Hospital, called The Lakeside Home for Little Children, or for any especial purpose, as for naming a cot, the purpose should be specified. In such case the form may be to the following effect:—

“I give and bequeath to the Hospital for Sick Children at Toronto, for the use of The Lakeside Home for Little Children (or for maintenance of a cot to be called.....cot) the sum, etc.”

The foregoing by-laws have been adopted by the Board of Trustees of the Hospital for Sick Children, and are hereby declared to be the by-laws and regulations for the purpose aforesaid, to take effect on and from the 6th day of July, 1891, with the amendments adopted this tenth day of January, 1907.

J. ROSS ROBERTSON.
(Chairman.)
EDMUND B. OSLER.
GEORGE A. COX.
JOHN FLETT.
CHAS. COCKSHUTT.

Toronto, 10th January, 1907.

